

# TIDY UP YOUR OFFICE WITH ACORN SOFTWARE / MIRLE SOFTWARE

**E**very office, large or small, creates the inevitable mountain of paperwork. But in small companies there are fewer people to deal with it. The more time you, or your staff, spend filing, recording details and amending files, the less time you have to get on with the job in hand. That's where the Acornsoft/Mirle business system comes in.

Using this well designed, easy-to-use business system, the small businessman is able to reduce repetitive tasks significantly, and increase efficiency at the same time.

Instead of making individual entries in stock records, VAT returns, purchase orders, invoices etc., you can do so in one entry if required. All the necessary details will then be available to update all the appropriate records automatically.

As well as taking care of the production of all the paperwork, the system also allows for instant access to information and speedy analysis of recorded data.

So the next time you need to balance the books, print hundreds of labels, purchase orders or invoices, update stock lists and process orders, you'll only need a fraction of the time it used to take. And, because all the data is stored on 5½" floppy discs, you'll only need a fraction of the filing space.

Efficiency in business starts with controlling costs. So why not start now? The BBC Microcomputer, disc drive, printer and business software package costs a lot less than you think - and a great deal less than comparable integrated business systems.



## Get started

## Order Processing

## Accounts Payable

## Purchasing



The system is menu driven and very easy to use. Simply choose the appropriate number to select the type of work you want to do.

Within this program you are able to create and amend customer records and product records, produce and check the progress of orders, and print out analysis of orders.

You may need a little help when you create data files for the first time. Additional advice will come up on the screen at potential problem areas.

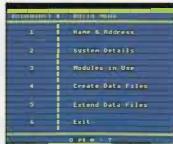
You will find it easy to create a record for each of your suppliers, recording their name and address of the company plus VAT registration number.

## Invoicing

## Accounts Receivable

## Stock Control

## Mailing System

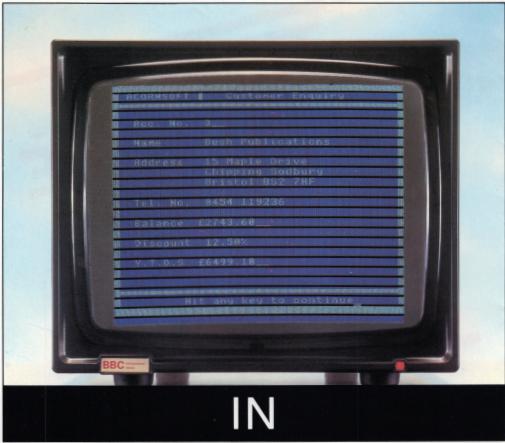


The user guide will tell you how to set up the system. One of the first things to record is your own business name, address and VAT number. You will only ever have to store this once, after that it will be automatically retrieved whenever you need it.

When you use any of the programs, the system will guide you through all the necessary steps to build up the appropriate data files.

It's a simple matter keeping accurate, up-to-date product records. Once recorded, product files can be amended very quickly.

You will be able to print out names and addresses of selected customers by choosing the appropriate classification.



Acornsoft/Mirle programs are designed for use with the BBC Microcomputer and may be purchased singly or as a complete set depending on your needs.



#### Invoicing

Forget about the chore that invoicing once used to be. From now on you'll be able to print out invoices, correct in every detail, in a fraction of the time that it used to take.

The system stores details such as the names and addresses of customers, products, VAT numbers, etc. As your customers order your products you will record them on your order update file. Then, when you're ready, all you have to do is press a few keys to get all the information printed on each individual invoice or credit note.

- stores order details in seconds
- back-order maintenance and priority fulfilment with manual override
- calculates and prints discounts
- flexible manual amendment facility
- error-free invoice / credit note production
- invoice posting (if used with Accounts Receivable package)
- allows for variable terms of trading

Stock code: SNB08

#### Order Processing

Nothing could be simpler than this Order Processing package. You can confirm your customers' orders, check on their requirements, prepare despatch notes, and get speedy order analysis of single orders, selected orders, or all the orders stored on the data disc.

- provides back-order maintenance and priority fulfilment with manual override
- allocates stock (if used with Stock Control package)
- prepares and prints despatch notes
- analyses order book by product and by customer

Stock code: SNB12



#### Stock Control

This program allows you to keep an eye on product records, record stock receipts and issues, report on restocking requirements and to analyse stock for valuation and physical reconciliation. It provides instant access to stock status, and automatic analysis of stock by quantity and value.

- easy to use
- maintains stock balances
- highlights stock-out situations
- allows for manual override of stock adjustments to reconcile physical stock

Stock code: SNB11

#### Purchasing

No need to scramble about in dusty files looking for the names and addresses of your suppliers. They're all stored in the system and can be retrieved instantly for the production and printing of orders.

- checks supplier and item data to eliminate error
- registers deliveries
- provides validation against suppliers' invoices
- automates invoice posting (if used with Accounts Payable package)
- instant recall of order data whenever necessary
- analysis of commitment to suppliers

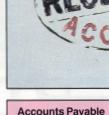
Stock code: SNB14

#### Accounts Receivable

A package providing accurate maintenance of customer accounts, and instant access to customer account status.

- automatic bookkeeping
- calculates output VAT automatically
- credit limit facility
- easy-to-use allocation of cash received to outstanding invoices
- produces statements
- provides an analysis of debtors

Stock code: SNB10

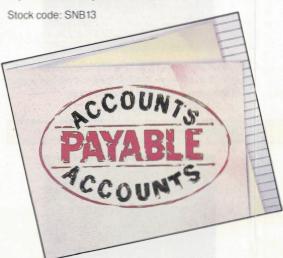


#### Accounts Payable

Bring your bookkeeping into the 20th century with this Acornsoft/Mirle package. Accurate maintenance of supplier accounts and instant access to supplier account status.

- automatic bookkeeping
- calculates input VAT automatically
- produces an instant VAT return with manual override (if used with Accounts Receivable package)
- highlights settlement discounts
- produces remittance advices
- provides an analysis of creditors

Stock code: SNB13



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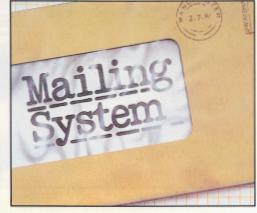
#### OUT

#### Mailing System

It's a waste of money to send a mailshot to all your customers, irrespective of their need for the product or service you wish to promote. So, when you create categories for them, you will be asked to create categories for them. You can choose whatever criteria you like, such as size of company, location, type of industry, value of address, or whether the customer is a good or a bad payer.

Then, when you want to send a mailshot to a selected group of customers, you will be able to select the ones you want, and print their names and addresses onto either gummed labels or printer paper.

Stock code: SNB09



#### Technical specification

##### Hardware requirement

BBC Microcomputer Model B  
40 track single or dual disc drive  
Monitor/VDU - programs are in colour, but monochrome monitors can be used  
Dot matrix or daisywheel printer, in serial or parallel

##### Software specification

All programs have been designed to run with the BBC Microcomputer fitted with a 40-track drive. 80 track versions of all programs will be available shortly.

Each program is on a 40-track disc. Records are built up on separate data discs, so that the size of the files you make is limited only by the number of discs you have.

For further information on how these programs can help you to tidy up your office, please contact your local dealer.

